

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PROGRAM ANALYST

Role Title: Program Administration Specialist II

Position # 00845

Pay Band 5, Level II - Hiring Range: \$41,778 - \$65,000

Closing Date: February 3, 2014

The Health Care Services Division is seeking a dynamic person to assist in the development and implementation of new innovative Medicaid programs that address service delivery reforms and the implementation of managed and coordinated care programs. The incumbent also serves as health service consultant to units within the Department and other agencies, and is responsible for representing the mission of DMAS through coordination and participation in meetings with interested public and private parties. The successful candidate must have considerable knowledge of health care industry programs and services. Must understand complex business processes and have demonstrated planning, project management, research and organization skills. Commercial or Medicaid health care insurance operations and/or contracting experience preferred. Requires demonstrated competence to research, analyze and apply data to specific situations, and develop processes, procedures and policy proposals. Must be proficient using the PC including word processing, spreadsheet, and presentation software; requires strong written and oral communication skills. Graduation from an accredited college/university; advanced degree in business, healthcare administration, public administration or law strongly preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA